

Disgrifiad Swydd

Teitl y Swydd	Swyddog Hebryngwr Croesfannau Ysgol
Gwasanaeth	Priffyrdd ac Amgylcheddol
Graddfa	Gradd 2
Pwynt/iau Cyflog	2
Cyflog	£23,656 pro rata
Pwrrpas y Swydd	Yn atebol i'r Swyddog Diogelwch y Ffyrdd. Pwrrpas y swydd yw sicrhau diogelwch plant wrth groesi'r ffordd ar bwynt penodol rhwng amserau penodol heb achosi niwed i les defnyddwyr ffyrdd eraill.
Lleoliad Gwaith Cytundebol	Ysgol Gynradd Gatholig Padarn Sant, Aberystwyth
Oriau Gwaith	5 awr yr wythnos 08.30 – 09.00 (YB) 15.15 – 15.45 (YP)
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Swyddog Diogelwch y Ffyrdd
Cyfrifoldebau Goruchwylio / Rheoli	Amherthnasol
Atebolrwydd	Nodi unrhyw broblemau neu anawsterau i'r Tîm Diogelwch y Ffyrdd.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae diogelu ac amddiffyn plant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi plant a phobl ifanc bregus er mwyn sicrhau eu bod mor ddiogel â phosibl. Rydym ni a'n sefydliadau addysgiadol yn cydnabod bod plant a phobl ifanc a'r hawl i gael eu hamddiffyn a byddwn yn cymryd camau i ddiogelu'u lles. Disgwylir i bob aelod staff a gwirfoddolwr rannu'r ymrwymiad hwn a byddwn yn gofyn am Wiriad Manylach y Gwasanaeth Datgelu a Gwahardd (DBS), sef y CRB gynt.
Dyletswyddau a chyfrifoldebau	
- Gweithredu polisi'r Cyngor o ran y Gwasanaeth Hebryngwyr Croesfannau Ysgol sy'n cynnwys gweithdrefnau lechyd a Diogelwch. - Defnyddio'r hall iwniform a chyfarpar a ddarperir ar gyfer diogelwch Hebryngwyr Croesfannau Ysgol, plant ac aedolau eraill y cyhoedd yn enwedig wrth stopio traffig ar y briffordd. - Cynnal rheolaeth dros blant sy'n aros am gyfarwyddyd oddi wrth Hebryngwyr Croesfannau Ysgol er mwyn croesi'r briffordd.	
Cyfeirnod at Ddibenion Gwerthuso Swyddi	MAN-050

Manyleb Personol

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Dim gofynion penodol Bydd angen gwiriad DBS manwl gyda'r Rhestr/Rhestri gwahardd cyn dechrau.	
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: Lefel 2 Darllen: Lefel 1 Ysgrifennu: Lefel 1	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd <dileu fel sy'n briodol: ar apwyntiad / o fewn dwy flynedd i benodiad >>
Sgiliau Ieithyddol Saesneg	Gwranddo/Siarad: Lefel 4 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd <dileu fel sy'n briodol: ar apwyntiad / o fewn dwy flynedd i benodiad >>
Sgiliau Ymarferol / Personol	• Yn ddibynadwy ac yn hyderus • Medru cadw at amser yn dda • Medru cyfathrebu'n dda ac addasu'n gyflym ac yn briodol i sefyllfaoedd sy'n newid • Agwedd hyblyg at waith	
Profiad Hanfodol	• Ni does angen profiad blaenorol • Darperir hyfforddiant llawn	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Amherthnasol	

Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	• Medru gorchwyllo plant a dangos agwedd gofalgarn tuag atynt • Medru gweithio heb oruchwyliaeth • Medru cyfathrebu'n glir ac yn ddymunol

Job Description

Post Name	School Crossing Patrol Officer
Service	Highways and Environmental
Grade	Grade 2
Spinal Point/s	2
Salary	£23,565 Pro Rata
Job Purpose	Responsible to the Council's Road Safety Officer. The purpose of the post is to ensure the safety of children crossing the road at a designated point between specified times without detriment to the welfare of other road users.
Contractual Work Location/Base	St Padarns RC Primary School, Aberystwyth
Hours of Work	5 hours per week 08.30 – 09.00 (AM) 15.15 – 15.45 (PM)
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Road Safety Officer
Supervisory/Managerial Responsibilities	None
Accountability	To report any problems or difficulties to the Road Safety Team.
Contractual Terms Associated with the Post	Safeguarding and child protection are key priorities for us. We aim to support vulnerable children and young people to ensure they are as safe as they can possibly be. We and our educational establishments acknowledge that children and young people have a right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB
Duties and Responsibilities	
- To carry out the Council's policy with regard to the School Crossing Patrol service which includes Health and Safety procedures. - To use all uniform and equipment provided for the safety of the School Crossing Patrol, children and other members of the public especially when stopping traffic on the highway. - To maintain control over the children who are awaiting the School Crossing Patrol's instruction to cross the highway.	
Job Evaluation Post Ref	MAN-050

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	No specific requirements Enhanced with Barred List(s) DBS check will be required prior to commencement.	
Welsh Linguistic Skills	Listening/Speaking: Level 2 Reading: Level 1 Writing: Level 1	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 3 Writing: Level 3	The English linguistic skills noted are required on appointment
Practical and personal skills	- Reliable and confident - Good time keeper - Good Communicator able to adapt quickly and appropriately to changing situations. Flexible approach to work	
Required Experience	- No experience required - Full training will be given	
Training/education required to be undertaken for the post/worked towards	N/A	

Desirable	
Qualifications / Training	
Practical / Personal Skills	- Ability to supervise children and show a caring attitude towards them. - Ability to work without supervision - Ability to communicate clearly and pleasantly